

PLANNING AN EVENT AT THE SUN

These are the types of events you may book at the SUN

GROUP BOOKING – with a minimum of 20 people discount ticket rates apply for an in-season film.

PRIVATE CINEMA HIRE – book every seat in the cinema and have it to yourself to enjoy an in-season film, a catalogue film (additional charges apply), your own material (format restrictions apply), or a corporate/club presentation.

KID'S PARTY – with a minimum of 12 under 12's, watch a film and have a catered party afterwards.

LUNCHEON – for bona fide community groups at 10am weekdays, enjoy an in-season film with a catered lunch and fun trivia afterwards.

SCHOOL BOOKING – available during school term for students between 9am and 2:30pm for an in-season film or a catalogue film (additional charges apply).

PRIVATE CINEMA HIRE

An exclusive event giving you private use of the cinema for your group, expanding your scope of use from an in-season film, to a catalogue film (additional charges apply), your own material (format restrictions apply), or a corporate/club presentation.

Session Times

- Private Cinema Hire may be booked to commence at the following times:
10am, 12pm, 2:00-2:30pm, 4:30pm, 6:30-7:00pm (conditional on the total run time of the event completing by 9:15pm), 9:00-9:30pm
We are sorry in advance to advise that your preferred start time of 8:00pm is not possible.
- Times shown are the film commencement time so, pre-parties will be scheduled to start earlier.
- We make our best endeavor to start the film within 15 minutes of your booked time
- We ask your group to appreciate that we are running to a schedule and the session cannot be delayed for late comers.

Ticket Price

Enjoy the privilege of viewing your film or media exclusively. Cinema Hire rates are based on our seating capacities and discounted in our larger cinemas. The Roxy, Lyric, St. George's and La Scala are fitted with premium lounge style seating.

Private hire rates are as follows:

Roxy	23 seats	\$414
Lyric	44 seats	\$684 (we recommend you limit your booking to 38 seats for comfort)
St Georges	47 seats	\$846
La Scala	52 seats	\$900 (we recommend you limit your booking to 50 for comfort)
Trocadero	83 seats	\$900 (we recommend you limit your booking to 75 for comfort)
Davis	98 seats	\$1080 (we recommend you limit your booking to 90 for comfort)
Grand	181 seats	\$2040 (we recommend you limit your booking to 170 for comfort)
Barkly	174 seats	\$1980 (we recommend you limit your booking to 165 for comfort)

A special temporary note - currently we are upgrading the seats in the Trocadero, Davis, Barkly and Grand cinemas and total numbers may vary – be sure to check our absolute capacity as we near your event date.

Private Bookings are not available after 5pm on Tuesday and Saturday nor on Public Holidays.

Additional facilities

- Lectern FOC
- Microphone FOC

Fees apply for the following additional facilities:

- Screening a catalogue film*
We on charge, at cost + gst, the fee applied by the distributor which varies from one to another although is usually in the vicinity of \$300.
- Screening your own media material*
Provided there are no royalties, we charge \$75 to upload your media to our server and check compatibility and quality. Certain media formats are required (please refer to the TECHNICAL INFORMATION page). Alternate material must be provided at least 14 days prior to your event.
- Screenings that require a technician*
If your media presentation requires a technician to be in exclusive attendance, we charge \$75 per hour.
Other additional set-up charges may apply depending upon your requirements and prices are upon application.

Candy Bar extras

Ramp up the fun factor by taking advantage of some discounts on our candy bar range by pre-ordering a minimum of 20 of:

- mini combos – mini sized soft drink (250ml) and popcorn (available for kids groups only) \$4.00 each
 - small combo – small drink (375ml) and small popcorn \$6.00 each
 - large combo – large drink (500ml) and large popcorn \$9.00 each
 - choc-top \$4.00 each
 - bottled water (600ml) \$3.00 each
 - glass of sparkling, red or white wine (150ml) \$7.00 each
 - coopers pale ale (375ml) \$5.00 each
 - Peroni (330ml) \$6.00 each
 - Henkell sparkling (200ml) \$8.00 each
 - small soft drink (375ml) \$3.00 each
 - French press style coffee/ English breakfast tea \$3.00 each
 - sun classics lolly box \$3.00 each
- or:
- Special packages (tickets extra):
 - The Sparkling Sun*
A glass of sparkling, a small popcorn and a choc top \$14.00 each
 - The Sun Classic*
A small popcorn, choc top and a small soft drink/600ml water \$10.00 each
 - The Sun Snack*
A small popcorn and a small soft drink/600 ml water \$6.00 each
 - The Sun Choc*
A choc top and a small soft drink/600 ml water \$7.00 each

Cocktail Party

For private group sizes under 50 people enjoy the exclusivity of our event space downstairs and for some extra party atmosphere add some catering to your event:

All platters are \$75:00 each

- antipasto platter (a mixed plated of deli meats, cheese, dips, crackers, olives, dolmades and fruit)
- cheese platter (hard, soft and blue cheese with quince paste, dried fruit, nuts and crackers)
- sandwich platter (mixed varieties of vegetarian and meat/chicken sandwiches)
- fruit platter (a grand collection of seasonal fruit, prepared into bite size portions)
- cakes platter (tasting sized portions of cupcakes and slice)
- savoury pastry platter (a mix of meat and vegetarian pies & rolls) (hot)
- under the sea platter (a mix of fish bites and calamari) (hot)
- Pizza - provided your event suits the local pizza shop hours we can 'order in' and serve for cost +25% (hot)
- Open bar - \$15 per head per hour
- You may arrange your own caterers to come, however, we have limited heating and serving facilities which must be pre-arranged for safety reasons with our staff. There is a room hire charge of \$75 per hour for privately catered events including any set-up and clean-up time. No additional charges apply for SUN Catered events.

How to book

- Contact our delightful functions coordinator at functions@suntheatre.com.au. You can book by phone at 93620336 between 12:00pm and 5:00pm Monday to Friday or 93620999 at other times (although you will not be speaking with our coordinator then so we ask if you could make your initial enquiry during the above mentioned hours).
- A minimum deposit of the entire private cinema hire rate is required 14 days before your event. If your deposit has not been received by 10 days prior you will be contacted and advised that your event is cancelled (or pay immediately to confirm)....we are sorry to be harsh, but we have learnt the hard way!
- If your booking is for a bona fide charity screening and fronting the deposit is logistically impossible we can accept, under approved circumstances only, a \$300 holding deposit for your private cinema hire booking with the same conditions as mentioned previously.
- A Deposit value of \$300 is forfeited if you cancel your event with less than 24 hours prior notice.

Please have all of the following information available when you make your booking:

Date of event

Preferred film start time

What you plan to do in the cinema (watch an in-season film, catalogue film, you have your own media or a corporate/club presentation)

Proposed number attending so that we can allocate you to the most appropriate sized cinema

Your full name, email address and phone contact details

An idea about how you want your event to run i.e. with a pre/apres party or candy bar items.

Any special equipment (mic, lectern etc) requirements

Our functions coordinator will prepare an event order confirming all of your details that you must ratify with the deposit payment at least 2 weeks before your event.

If, preceding your event, your ticket sales exceed your booked cinema's capacity please advise us immediately so that we can upgrade your event to a larger cinema or allocate an additional auditorium.

Ticketing

Upon receipt of your deposit we can issue you with tickets or you can create your own 'event themed' tickets. Our seats are numbered and we can provide seating plans if you wish to allocate your guests to specific seats.

What is possible for a private cinema hire

- We can allow up to 15 minutes extra to the film running time for you to make speeches to your guests.
- We provide 2 x free complimentary tickets for you to arrange a door prize or the like.
- You can request lighting levels be increased if your presentation requires people to see.
- We can set-up a greeting table and chairs for you to organise your admissions.
- We can set up panel discussion tables and chairs at the front.
- We can set-out advance purchased candy items on seats or at collection tables within or near the entry of the cinema.
- If your group is larger than 50 people and you wish to have some social/party time we can arrange extra time in the cinema before or after your screening/presentation. Additional charges apply, prices only upon application.

What is not possible

- Screening your media material in formats that are incompatible with our equipment -- special media is required 14 days before your event for ingesting and testing.
- Screening DVD's and other media that is subject to royalty payments without approval.
- Screening untested media material – special media is required 14 days before your event for uploading and testing.
- Screening inappropriate material – we have the right to refuse to screen any media.

Helpful hints for organising an event

We recommend you start your enquiries at least 6 weeks in advance allowing 2 weeks to finalise the event details after which time you can commence promoting the event to your group (a minimum of 4 weeks is recommended for this – more if possible).

Very popular films i.e STAR WARS, SEX IN THE CITY etc should be anticipated very early as bookings are made up to 6 months in advance for these.

Unless the film is a mainstream blockbuster with a worldwide release date we find our local distributors can be very fickle when it comes to finalising a film start date...it can move! There is nothing we can do about it and we apologise in advance if this happens to your selected film, although, we will do our best to negotiate with the distributor to allow an exclusive advance screening.

What to do on the night of the event

- If you are the organiser, please make yourself know to our Duty Manager who will have all of the details of your event in hand.
- If you are having a party, the Duty Manager will introduce you to your party host.
- We will do our best to accommodate your last minute needs but remember we staffed the event in accordance with your confirmed event order and extras will only be possible dependent on staff availability.
- Rely on the fact that your party host will start directing you to the cinema at the appropriate time.

PLEASE NOTE THAT FINAL PAYMENT IS REQUIRED AT THE TIME OF YOUR EVENT.

YOU MUST MAKE PRIOR ARRANGEMENTS WITH OUR FUNCTIONS COORDINATOR IF YOU WISH YOUR EVENT TO BE INVOICED – OUR INVOICE TERMS ARE STRICTLY 7 DAYS.